	<u>BICESTER LEARNING ACADEMY TRUST</u> <u>FIRE SAFETY POLICY</u> <u>INCORPORATING</u>			<u>Written By:</u> R Dodsworth - Senior Operations Manager (BLA)
	Appendix A: Fire Safety Evacuation Procedure – Glory Farm Primary School Appendix B: Fire Safety Evacuation Procedure – The Cooper School Appendix C: Fire Lane Plan – The Cooper School			
<u>Applicable to:</u> ALL STAFF & PUPILS/STUDENTS	<u>Accountable Officer:</u> Executive Headteacher - B J Baxter – (TCS)	<u>Date Adopted:</u> Autumn Term 2018	<u>Date To Be Reviewed:</u> Autumn Term 2019 (Annually)	

Bicester Learning Academy (BLA) is a Multi Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

1.0. Fire Safety Policy Statement

- 1.1. The Bicester Learning Academy (BLA) will ensure, so far as is reasonably practicable ensure that all staff, children, contractors and visitors are protected from the risks of fire whilst on school premises.
- 1.2. The Members, Directors and Local Governing Body members accept that they have a statutory responsibility as defined under the Regulatory Reform (Fire Safety) Order (2005) for fire safety.
- 1.3. The Regulatory Reform (Fire Safety) Order 2005, places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general precautions which are needed to protect all persons from death or injury in the case of fire.
- 1.4. The BLA will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:
 - i) completing a fire risk assessment;
 - ii) managing and maintaining its premises so as to adequately control the risk from fire;
 - iii) maintaining adequate fire precautions, with reference to:
 - means of detection and giving warning of fire;
 - provision of means of escape;
 - means of fighting fire, and
 - training of staff.
 - iv) providing safe systems of work, based on risk assessment, to minimise the risk of fire;
 - v) providing suitable and sufficient information, instruction and training at all levels;
 - vi) making adequate provision for the control of fire in work processes including hot works;
 - vii) keeping suitable and sufficient records;
 - viii) providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
 - ix) making adequate resources available to meet the requirements of this policy.

2.0. Policy Aims

The aims of the Fire Safety Policy are:

- 2.1. to safeguard all persons from injury or death in the event of fire by the effective management of fire safety;
- 2.2. to minimise the risk of fire and to limit the spread of fire;
- 2.3. to minimise the potential for fire to disrupt school services, damage buildings and equipment or harm the environment.

3.0. Responsibilities

The BLA Fire Safety Policy outlines specific responsibilities:

- 3.1. The Members, Directors and Local Governing Body members accept that they have an appropriate fire safety policy in place across the BLA and that arrangements are made for its effective implementation;
- 3.2. The Executive Headteacher has ultimate responsibility for the implementation and management of this policy.
- 3.3. The Regulatory Reform (Fire Safety) Order 2005 places duties on the 'responsible person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the case of the BLA, the Executive Headteacher delegates the overall responsibility to the Senior Operations Manager and this is then delegated to the Estate Support Supervisor for the BLA.
- 3.4. All employees within the BLA have a responsibility to co-operate and to ensure they have a full understanding of the fire evacuation procedure.

4.0. Managing Fire Safety

- 4.1. The school has delegated day to day responsibility for managing fire safety to the following people: Senior Operations Manager and the Estate Support Supervisor for the BLA.
- 4.2. The above named staff will:
 - a) ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting; and that any defects are reported to the Senior Operations Manager.
 - b) provide and maintain in working order all fire fighting appliances and devices including:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - notices and signage relating to fire procedures;
 - means of escape, taking into account the needs of any disabled users. Personal Emergency Evacuation Plan (PEEPS) forms will be used for this purpose.
 - All PEEPS forms are overseen by the Student Support team, and a copy of any PEEPS forms forwarded to the Senior Operations Manager.
 - All PEEPS forms are to be handed by teachers at Glory Farm Primary School to the Senior Operations Manager.
 - c) carry out a fire risk assessment on school buildings to ensure that each school's facilities are compliant;

- d) identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

The Senior Operations Manager is responsible for ensuring each school:

- a) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- b) ensures all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the BLA's fire procedures;
- c) liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- d) monitors and reviews this policy on an annual basis so as to ensure that any new risk or alteration to regulations is addressed.

5.0. Monitoring

- 5.1. The BLA fire detection and alarm systems are maintained and checked by the Estate Support Supervisor for the BLA. The fire alarm system is tested on a weekly basis;
- 5.2. The school emergency lighting is checked monthly and annually by external contractors or in house;
- 5.3. Notices and signage are updated as and when required and checked annually by the Estate Support Supervisor across the BLA.
- 5.4. Fire fighting equipment is checked monthly by the Estate team and replenished or replaced as is required.
- 5.5. BLA Fire Log Books which contains records of fire safety issues are to be maintained by the by the Senior Operations Manager and the Estate Support Supervisor. These include details of:
- faults;
 - service visits.
 - Weekly test log.

The inspection and testing of:

- fire detection and alarm systems;
- emergency lighting systems;
- fire fighting equipment.

This information is maintained in a separate fire folder.

6.0. Fire Risk Assessment

- 6.1. The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.
- 6.2. The fire risk assessment will be carried out annually by an external contractor.
- 6.3. The findings of the fire risk assessment will be reviewed by the Senior Operations Manager, then signed off by the Exective Headteacher and Headteacher.

7.0. Fire Hazards

The following fire hazards across the BLA are identified:

- a) Smoking;
- b) Electrical Equipment;
- c) Naked flame and gas appliances;
- d) Portable heaters;
- e) Laboratory equipment;
- f) Lightning;
- g) Flammable/combustible substances.

8.0. To reduce the risk of fire

a) Smoking

- The school is a non-smoking site.

b) Electrical equipment

- Electrical equipment is PAT tested every year across the BLA.
- Faults with electrical equipment must be reported to the Estate team.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.
- Central electrical cut-off points are located in laboratories.

c) Naked flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment.
- All staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision.
- There are gas isolation points separate from the practical areas.
- Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency e.g. gasguard system in the Science Department.

d) Portable heaters

- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

e) Laboratory equipment

- All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.
- All potentially hazardous equipment and procedures are used/carried out with strict adherence to CLEAPSS guidelines.

f) Lightning

- Where lightning conductors are in place, these are to be inspected on an annual basis.

g) Flammable/combustible materials.

- All new school furniture should conform to British Fire Safety Standards;

- Flammable or combustible materials are stored in accordance with COSHH;
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDS);
- All containers/storage areas are clearly and appropriately signed;
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

9.0. Fire Safety Training

It is important that fire safety training takes place across the BLA and that:-

- All staff receive basic fire safety induction training and attend refresher sessions as requested. This is to be recorded by the Senior Operations Manager in conjunction with members of the Estate team.
- Children are provided with fire evacuation training by undertaking fire evacuation practices on a regular basis.
- Fire drills are planned each term to confirm the effectiveness of the BLA's evacuation procedures. Any conclusions and remedial actions are recorded and implemented. The Senior Operations Manager will consult with the Executive Headteacher and Headteachers across the BLA to confirm the dates for the drills.

10.0. Fire Evacuation Procedures

10.1. Fire Evacuation Procedures are outlined in Appendix A & Appendix B.


Appendix A: Fire Safety Evacuation Procedure – Glory Farm Primary School

Appendix B: Fire Safety Evacuation Procedure – The Cooper School

Appendix C: Fire Lane Plan – The Cooper School

Policy/Procedure Title	Fire Safety Policy
Issue Date to Committee	Autumn Term 2018
Author (Name/Department)	R Dodsworth – Senior Operations Manager (BLA)
Approved by Trustees	Autumn Term 2018
Review Date – Annually	Autumn Term 2019

Appendix A: Glory Farm Primary School Fire Evacuation Procedure

	<u>BICESTER LEARNING ACADEMY TRUST</u> Fire Evacuation Procedure During School Term-Time “Normal Hours” for Glory Farm Primary School			<u>Written By:</u> R Dodsworth – Senior Operations Manager (BLA)
	<u>Applicable to:</u> ALL STAFF & PUPILS	<u>Accountable Officer:</u> Executive Headteacher:- B J Baxter (TCS)	<u>Date Adopted:</u> Autumn 2018	<u>Date To Be Reviewed:</u> Autumn 2019 (Annually)

Bicoster Learning Academy (BLA) is a Multi Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicoster, Oxon, OX26 4RS.

1.0. The Fire Alarm

The signal for evacuation is a continuous fire alarm sound.

Important: The aim of the Evacuation Procedure is to ensure every person leaves the building by the nearest available exit to a point of safety.

At no point should any member of staff put themselves at risk.

Important: If a real fire is identified a member of staff must call 999.

This procedure is written as if there is no member of the Estate team in the building. A member of the Estate team will assist if they are in the building.

Evacuation instructions to follow for all staff, except those key persons responding to the fire alarm panel:

- 1.1. If a member of staff discovers a fire, please activate the fire alarm by *sounding the nearest call point*.
- 1.2. Alternatively, if the fire alarm is ringing continuously then:
- 1.3. **Stop** all activities. Line the students up at the classroom Fire Exit. Escort the children, from the teaching area and leave the building by the nearest available exit.
- 1.4. All **Teachers** must take the class registers with them. In the absence of a class register teachers are to take the hardcopy of the full class register with them to the assembly point.
- 1.5. A copy of the PEEP form is to be held with the hardcopy of the full class register.
- 1.6. All **Teaching Assistants** are to conduct a check of their nearby areas for any stray children before leaving the building and meeting at the assembly point.
- 1.7. The assembly point is as per the **Assembly Point photograph at the end of this document**.
- 1.8. All staff, students and visitors are to remain at the assembly point until further

instructions are given.

2.1. **Response of Key Personnel – Initial Responder**

2.2. When the fire alarm sounds, one of the following persons **MUST** go to the fire alarm panel adjacent to the front door. They will act as the **Initial Responder**.

- Headteacher
- Administration & Data Assistant
- Administration & Data Assistant
- School Support Assistant

The following persons are also able to act as Initial Responder:

- Deputy Headteacher
- Deputy Headteacher
- Assistant Headteacher

The **Deputy Headteachers** must use the available two-way radio's to communicate with the **Initial Responder** or use their mobile phones.

2.3. **The fire alarm must be looked at and it needs to be identified if the alarm is a false alarm or a real fire.**

False Alarm

- a. The **Initial Responder** after looking at the fire alarm person will investigate the location of the possible fire, then silence and re-set the fire alarm panel.
- b. The call point will be clicked back into place.
- c. The **Initial Responders** will inform one of the **Deputy Headteachers** at the assembly point that it is a false alarm, that the fire alarm has been silenced and re-set and that all staff and students can return to their classrooms.

Fire

- a. If a fire is identified, the **Initial Responder** will contact the Emergency Services, by dialling 9-999. Alternatively depending on circumstances this task may be delegated to another member of staff.

Address:

**Glory Farm Primary School
Hendon Place
Sunderland Drive
Bicester,
Oxfordshire
OX26 4YJ**

Telephone number: (01869) 244050

Location of Fire: Quote location.

Where it is unclear as to whether the alarm is a false alarm or a real fire situation, the Initial Responder must call 999.

If there is a second person at the fire alarm panel they can assist with one of the following if requested by the **Initial Responder**, notably:

- Call 999.
- Stop persons coming into the building through the front reception doors.
- Meet the emergency services at the main entrance.

The level of response will be dependent on the number of persons available.

Response of Other Staff:

- 2.4. **Teachers and those responsible** for the children are to take the children to the assembly point in the playground. **Class teachers** are to check that all children are present. After checking the registers, any teachers who have students missing are to report these to the **Deputy Headteacher** (located in the playground). In the absence of a register, which are kept in the main office, teachers should maintain a class list of all students, which they can take with them to the assembly point.
- 2.5. If the fire alarm sounds in a non-class time e.g. lunchtime, teachers in whichever are of the school are to 'sweep' the immediate areas they are located in and direct all students and fellow staff to the assembly point.
- 2.6. The **Deputy Headteachers** will assume responsibility for managing the assembly point.
- 2.7. One of the **2 Administration & Data Assistants** will take the class registers and visitor book to the **Deputy Headteachers** in the playground.
- 2.8. The other **Administration & Data Assistant** will go to the main reception to assist the **Initial Responder**.
- 2.9. **Innovate catering staff** (if in building) are to leave the Main Hall and go direct to the assembly point.
- 2.10. All **teachers** who are 'playground staff' on hearing the fire alarm are to keep all children in the Junior and Infant playground and await further instruction from the **Response Team or Deputy Headteacher**.
- 2.9 **Cleaning staff** (if in the building) are to leave the building by the nearest available emergency exit and go directly to the assembly point
- 3.0. **Lunchtime Supervisors** will assist with taking all children out of the main hall to the assembly point by one of the available exit points.

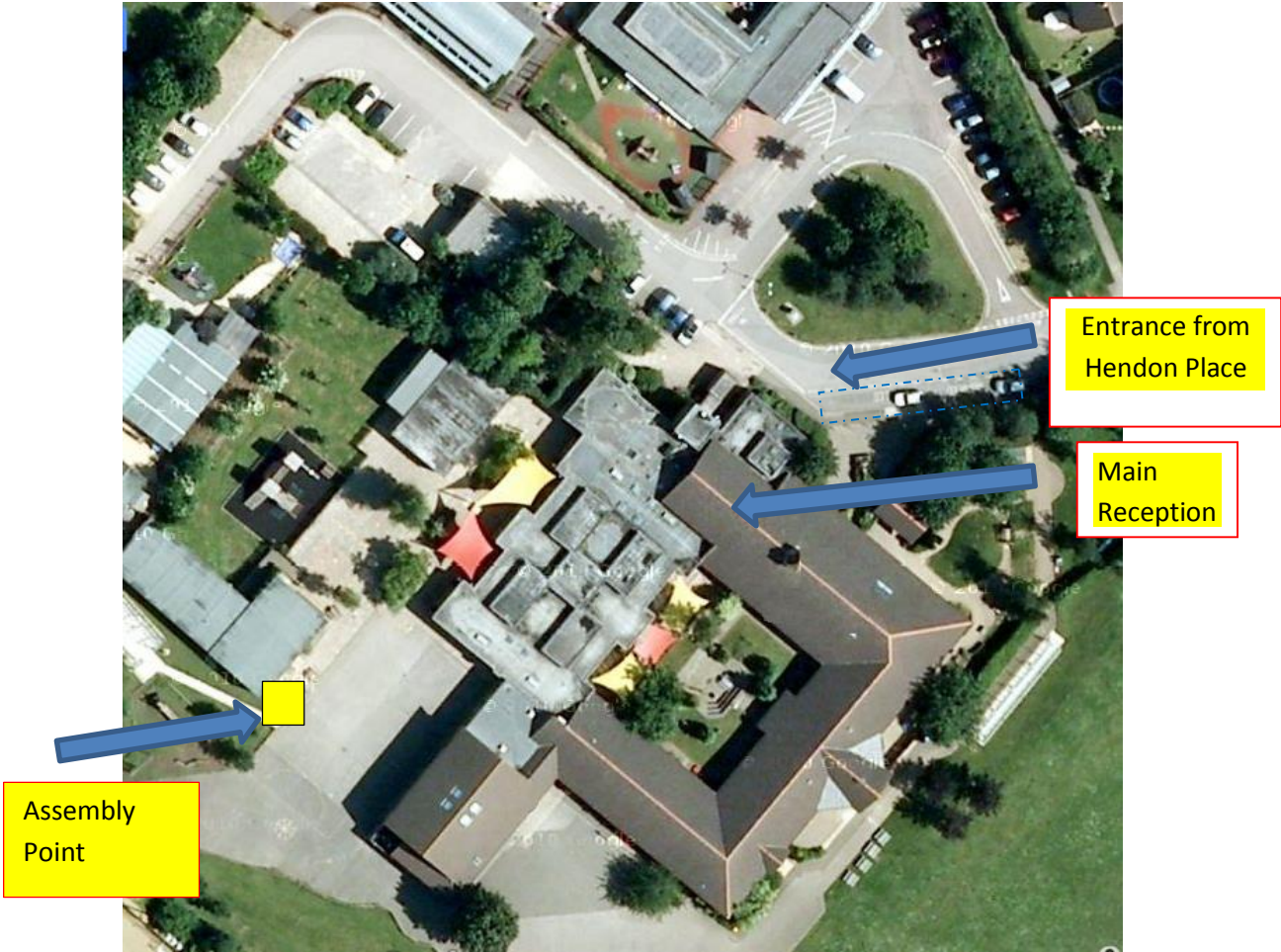
4.0. Personal Emergency Evacuation Plans (PEEP's)

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to manage their escape from the building. It is a written record of the action plan to follow in the event of an evacuation and may involve the need for staff to supervise children to a point of safety.

PEEP forms are required. Originals are to be held by the SENCO Officer and duplicate copies are to be held with the hardcopies of the full class register.

5.0. Monitoring and Review

This document is subject to change, both in content and personnel and will be updated accordingly. All staff will receive an electronic copy and a hard copy will be made available to those who do not have access to e-mail.





Entrance from
Hendon Place

Main
Reception

Assembly
Point

Appendix B:- The Cooper School Fire Evacuation Procedure

 	<u>BICESTER LEARNING ACADEMY TRUST</u> Fire Evacuation Procedure During School Term-Time “Normal Hours” for The Cooper School			<u>Written By:</u> R Dodsworth – Senior Operations Manager (BLA)
	<u>Applicable to:</u> ALL STAFF & STUDENTS	<u>Accountable Officers:</u> Executive Headteacher:- B J Baxter (TCS)	<u>Date Adopted:</u> Autumn 2018	<u>Date To Be Reviewed:</u> Autumn 2019 (Annually)

Bicester Learning Academy (BLA) is a Multi Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

1.0. The aim of the Evacuation Procedure

The aim of the evacuation procedure is to ensure every person leaves the building by the nearest available exit to a point of safety. At no point should any member of staff put themselves at risk.

The evacuation procedure applies to normal school hours, Monday to Friday, when the school is occupied with school pupils and up to 5.30pm in the evening.

2.0. The Fire Alarm

The signal for evacuation is a continuous fire alarm bell.

Important: It is vitally important that the Emergency Services are contacted as soon as is possible, by calling 999. A member of the Response Team should make this call as soon as is possible.

3.0. Instructions on finding a fire

- 3.1. Activate the Fire Alarm by breaking the glass at the nearest call point.
- 3.2. Follow the actions in point 4.0.
- 3.3. Report the location of the fire to the Executive Headteacher or Deputy as soon as is possible.

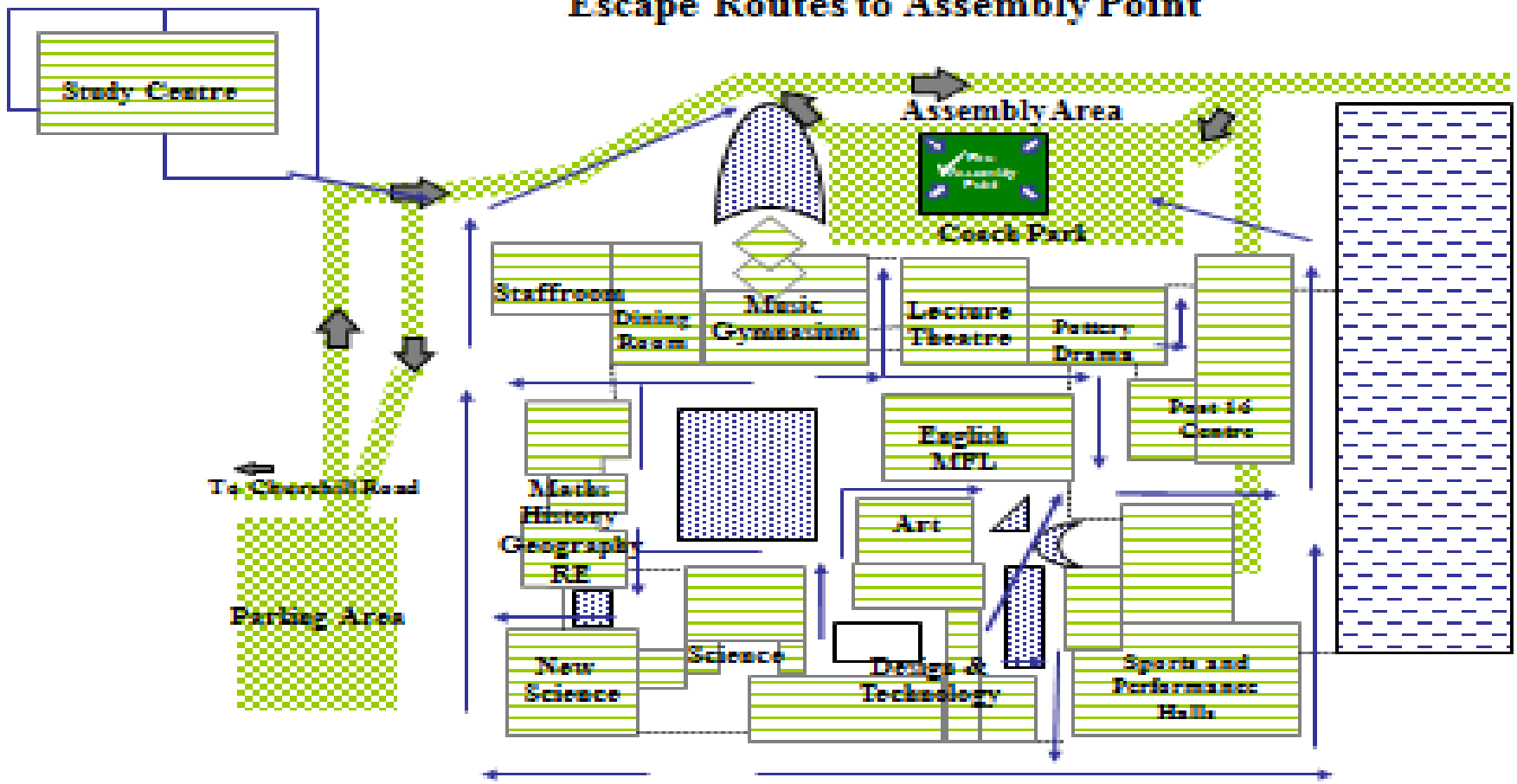
4.0. On hearing the Fire Alarm

- 4.1. **Stop** all activities. Line the students up at the classroom Fire Exit.

Note: Gas cookers in Design and Technology are to be turned off individually before staff leave the classroom and Gas cookers turned off by the Innovate kitchen staff before leaving the kitchen.

- 4.2. Escort the students, calmly and quietly, from the teaching area and leave the building by the nearest exit. Close all doors as you leave.
- 4.3. Lead the students to the perimeter of the school, and escort them to the Assembly Area. Keep as far away from the buildings as practical. See General Evacuation Routes.

Escape Routes to Assembly Point



The Cooper School, Bicester

7.0. Non-Fire Situation (False Alarm)

- 7.1. If no fire is found, and the alarm is found to be false or malicious, members of the **Estate Team** will report the 'all clear' to the **Executive Headteacher** and signal for children to return to the premises.
- 7.2. The Fire Alarm system will be reset as soon as is possible.

8.0. Instructions for Receptionist

- 8.1. When the Fire Alarm sounds, the **Receptionist** will remain in Reception and wait for further instructions.
- 8.2. The **Receptionist** will take responsibility for student(s) children from the Medical Room who are unable to move to the Assembly Area.
- 8.3. The **Receptionist** will be informed if is either a real fire from a member of the **Estate Team**
- 8.4. Any visitors at Reception will remain in the Reception foyer until informed otherwise by the **Receptionist**.
- 8.5. The **Receptionist** should act on the instructions of the **Emergency Services** to vacate the area, or respond by vacating the premises and moving to the Assembly Area, if the risk increases.
- 8.6. The **Receptionist** will remain at the Assembly Area until further instructions are received from the **Executive Headteacher** or **Emergency Services**.
- 8.7. Any student with a mobility issue, can make their way to reception if this is the shorter distance to travel rather than go to the Assembly Area.

9.0. Instructions for Administrative/Support Staff

- 9.1. When the Fire Alarm sounds, one of the **Curriculum Support Secretaries** will collect the visitors' book from Reception and take to Assembly Area.
- 9.2. The **Attendance Assistant** will print off form registers for all Houses, and the Early/Late Book.
- 9.3. The **Executive Headteacher's PA** will collect the Staff List, and go to the Assembly Area.
- 9.4. All other **Administrative/Support staff** will evacuate the building to Assembly Area. It will be the responsibility of the **Director of Business & Finance** or a member of the **Finance Team** to take a roll call of Administrative/Support staff.
- 9.5. A member of Administrative/Support staff will be asked by the **Director of Business & Finance** to go to the zebra-crossing area near the Inclusion Centre where they will prevent any vehicles going to the rear car park.
- 9.6. The **Attendance Assistant/Executive Headteacher's PA &** will stand in front of Form Groups and give out registers to House Welfare Managers and make Early/Late book available for checking.
- 9.7. The **SLT Link** for main school and Post-16 will collect staff lists.
- 9.8. A **member of the Reception team** will inform Heads of Houses at the assembly point of students remaining in Medical Room and Heads of Houses will take responsibility for able pupils from Medical Room.

10.0. Instructions for Attendance Team

- 10.1. The **Attendance Assistant** and in their absence, the **Cover Attendance/Officer**, will on hearing the fire alarm, return to the Attendance Office and print off the Registers for the Heads of Houses/Year.
- 10.2. The registers are then taken out to the Assembly Point and handed to the **Head of Houses**.
- 10.3. In the event that registers cannot be printed off, a hard copy of all pupils in the school is to be available in the **Attendance Office** and this hard copy can be taken to the Assembly point and given to the Head of Houses/Year.
- 10.4. In the event that the fire is in the Staff block, the **Attendance Officer** is not to return to their office, but go to the Assembly Point and report to the Executive Headteacher.

10.0. Instructions for Form Tutors, Heads of Houses/Year and Assistant Heads of Houses

All students according to their House/Year Tutor Groups will be asked to line up at the assembly point as per numbered House. All numbers in the car park are painted on the tarmac.

- See summary of House Tutor Groups for September, 2017.
- See fire lane plan at the end of this document. Point 14.

- 10.1. Follow General Evacuation Instructions until students are released to Form Tutors.
- 10.2. **Heads of Houses/Year** will collect class registers for their House from Student Support Managers waiting in front of House/Year Groups.
- 10.3. **Heads of Houses/Year** will pass form registers to **Form Tutors/Assistant Heads of Houses**.
- 10.4. **Form Tutors** will call the register for their form. The names and last known locations of students not present will be recorded.
- 10.5. **Form Tutors** will report names and last known location of students not present to **Head of House/Year**.
- 10.6. **The Assistant Headteacher (s)** will check the Early/Late Book (with the Administrative Staff) for students not present.
- 10.7. **Heads of Houses/Year** will report names and last known location of students still unaccounted for to allocated **SLT Link** and return to their House/Year groups.
- 10.8. The **SLT Link** will report to the **Executive Headteacher**.
- 10.9. All members of SLT will remain at the Assembly Area until further instructions are received from the **Executive Headteacher** or Emergency Services.

11.0. Instructions for Senior Leadership Team

- 11.1. Follow General Evacuation Instructions until students are released to Form Tutors.
- 11.2. **Designated SLT Link** will collect Support Staff List and Visitor's Book from Administrative staff in front of House Groups.
- 11.3. **Designated SLT Link** will collect Teaching Staff (including Supply staff) list from Administrative staff in front of House Groups

- 11.4. **Executive Headteacher** will remain in front of the Assembly Area to receive reports of students and staff unaccounted for.
- 11.5. **Designated SLT Link** will check Support Staff List and confirm that all Visitors, Support staff (inclusive of administrative staff and other ancillary staff including Kitchen staff) are accounted for.
- 11.6. **Designated SLT Link** will check Teaching Staff List and confirm that all Teaching staff including Supply teachers are accounted for.
- 11.7. **SLT Links** will report the names and last known location of any staff unaccounted for to Executive Headteacher.
- 11.8. The **Executive Headteacher** will collect the names and locations of any staff or pupils unaccounted for, and pass to the **Estate Support Supervisor**.
- 11.9. All persons are to remain at the Assembly Area until further instructions are received from the Emergency Services.

12.0. Instructions for all students

When the Fire Alarm Bell sounds during a lesson:

- 12.1. Immediately listen quietly for your **Teacher's** instructions. Do not try and pack away your belongings or clear away the work you have been doing.
- 12.2. Your **Teacher** will ask you to line up next to the Fire Exit. Be quick and quiet.
- 12.3. When you are lined up, your **Teacher** will tell you to walk out of the classroom.
- 12.4. Make your way outside as quickly as you can without running or pushing.
- 12.5. When you are outside, move away from the school buildings and walk towards the Assembly Area in the Coach Park. You will be walking around the outside of the buildings. Do not cross the Quadrangle.
- 12.6. At the Assembly Point, line up in Form groups and wait for your **Form Tutor** to check the Register.
- 12.7. Wait quietly at the Assembly Point, in your class group, until you are told to move. You must not return to the school buildings, wander off to talk to friends, nor run around.
- 12.8. Your **Form/House Tutor** will tell you when to move.

13.0. Instructions for The Executive Headteacher or Deputy

- 13.1. Move to the Assembly point in the Coach Park.
- 13.2. Receive confirmation from the **SLT Links** of any staff or students who are unaccounted for.
- 13.3. Wait for instructions from the **Estate Support Supervisor** or **Estate Team** as to whether the fire alarm is a real or false situation.
- 13.4. If a false alarm is confirmed, dismiss all persons at Assembly point and allow students/staff to return to their normal activities.
- 13.5. If a real fire situation is confirmed, await instructions from the Emergency Services on site as to the next steps to be taken.

14.0. The Cooper School House/Year Tutor Groups – September 2018

Year 7	Year 8	Year 9	Year 10	Year 11	POST 16 STUDIES
Senior Link R. Mills-Webb	Senior Link R. Whannel	Senior Link I. Tweed	Senior Link S. Baker	Senior Link S. Baker	Senior Link M. Doorley
Head of Year P. Dean	Head of Year C. McKenzie	Head of Year E. Carrick-Dow	Head of Year J. Simmonds	Head of Year K. Webb	Assistant Head of Post 16 Studies – M. Underwood
Student Support Manager J. Devereaux	Student Support Manager K. Burge	Student Support Manager G. Gow	Student Support Manager S. Williams	Student Support Manager E. Payne	Sixth Form Assistant C. Burnby
7CWt C. Winter Room E01	8JPa J. Patterson Room T03 (J. Rawson on Mondays)	9DCo D. Cook Room Hu7	10ATw B. Tweddle Room Sc18 (A. Tweddle on Monday, Wednesday)	11SBl S. Blair Room E02	12ACo A. Coggins Room T07 (J. Post on Tuesdays)
7SBx S. Baudoux Room SC20	8VSt V. Stoner Room T04 (A. Stageman on Fridays)	9KCo K. Colvill Room Hu2	10SHa S. Hassard Room Ma04 (I. Hore on Wednesdays)	11HCl H. Clough Room E05	12JGi J. Gill Room E08
7LSl L. Slevin Room Ma01	8CEd C. Edwards Room Ca10	9JGr J. Green Room Sc05	10CWk C. Wilkinson Room Sc12 (B. Tweddle on Monday, Wednesday)	11SGi S. Gilbert Room Ma02	12KOF K. O’Flynn Room SF7
7HPG H. Preston Gibb Room Hu03	8KAg K. Agrah Room T01	9LDo L. Douet Room La05	10TEg T. Eggleston Room E04 (I. Hore on Tuesdays)	11SFo S. Fowler Room Ma09	12KSh K. Sheppard Room SF5 (V. Davies on Monday, Tuesday)
7RGr R. Green Room Ma07	8KBr K. Brown Room Hu11	9KRA K. Roche-Ali Room La01	10CKe C. Kendall Room Hu04	11LRa L. Rahman Room Sc17	12SBa S. Badger Room SF8 (G. Harris on Mondays)
7JMa J. Magrane Room La04	8AKe A. Kent Room Hu10	9GBu G. Button Room T13 (A. Stageman on Wednesdays)	10JBa J. Barry Room Ma06	11LCh L. Childs Room Ma08 (A. Llewelyn on Wednesday, Friday)	13JHe J. Henderson Room SF1
7YLu Y. Lucero Room La02	8MMa M. Malins Room Ca14	9MPr M. Pritchard Room Sc15	10AMu A. Mutemererwa Room Ma03	11HAi H. Alder Room Sc08	13JHo J. Holder Room SF4 (G. Harris on Wednesdays)
7LSm L. Smyth Room T02	8SKi S. Kirkwood Room Hu08	9GFr G. Frogley Room T10	10HAb H. Abaee Room Ma10	11GDo G. Doyle Room SC13	13JWa J. Ward Room SF2 (J. Post on Mondays)
			10LWi L. Wing Room E03	11PHi P. Hickman Room La03	13SLy S. Lynch Room SF3
					13STa Ms Taylor Room SF6

15.0 Appendix C – The Cooper School Fire Lane Plan - September 2018

